# Employee Post-Travel Disclosure of Travel Expenses

SECRETARY OF THE SENATE PUBLIC RECORDS

2017 NOV -1 AM 11: 46

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached: ☑ The <u>original</u> Employee Pre-Travel Authorization (Form RE-1), AND X A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.) Partnership for a Secure America Private Sponsor(s) (list all): Travel date(s): October 21-22, 2017 Name of accompanying family member (if any): \_\_\_\_\_ Relationship to Traveler: 

Spouse ☐ Child IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.) **Expenses for Employee: Lodging Expenses** Transportation Meal Expenses Other Expenses **Expenses** (Amount & Description) \$35 \$90 \$77 \$171.64 (for conference ☐ Good Faith services over 2 days) Estimate ☑ Actual Amount Expenses for Accompanying Spouse or Dependent Child (if applicable): Transportation **Lodging Expenses** Meal Expenses Other Expenses **Expenses** (Amount & Description) ☐ Good Faith Estimate ☐ Actual Amount Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): We heard guest speakers discuss the process of passing the Countering America's Adversaries Through Sanctions Act; Former Deputy Director of the CIA Michael Morell spoke about global challenges facing the nation and international community; former Ambassador Roger Noriega spoke about Venezuela and U.S. policy towards the country; Former Ambassador Barbara Bodine spoke about issues in Yemen as well as the surrounding area; finally, we engaged in a National Security Council simulation which was moderated by Mr. Robert Sheldon. KATHERINE CLOSE (Printed name of traveler) TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER: I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

60000000000

(2)

(Revised 1/3/11)

(Signature of Supervising Senator/Officer)

Form RE-2

PAT ROBERTS, KANSAS JAMES E. RISCH, IDAHO BRIAN SCHATZ, HAWAII JEANNE SHAHEEN, NEW HAMPSHIRE

DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR EMILY GERSHON, CHIEF CLERK

TELEPHONE: (202) 224-2981 FACSIMILE: (202) 224-7416 TDD: (202) 228-3752

# United States Senate

SELECT COMMITTEE ON ETHICS

October 13, 2017

Katherine Close
Office of Senator Benjamin L. Cardin
United States Senate
Washington, DC 20510

Dear Ms. Close:

This responds to your recent correspondence concerning an invitation you received to travel to the Congressional Partnership Program, fall 2017 session, in Warrenton, Virginia, on October 21-22, 2017, sponsored by the Partnership for a Secure America (PSA). PSA certified to the Select Committee on Ethics (the Committee) that it will pay the necessary expenses related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. PSA has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at any point throughout your trip.<sup>2</sup>

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's Regulations and Guidelines for Privately-Sponsored Travel, so long as at the time of the payment or reimbursement, PSA is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of* 

<sup>&</sup>lt;sup>1</sup> The term "necessary expenses" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms at 8.

<sup>&</sup>lt;sup>2</sup> The term "any point throughout your trip" has a specific definition. See id. at 2.

Travel Expenses (Form RE-1 and Form RE-2), along with a copy of the Private Sponsor Travel Certification Form, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) within 30 days of the conclusion of Privately-Sponsored Travel.

Finally, Senate Rule 34 requires a reporting individual,<sup>3</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Deborah Sue Mayer

Chief Counsel and Staff Director

Enclosure: Travel Checklist

<sup>&</sup>lt;sup>3</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$124,406 for CY 2017) or is a political fund designee and is required to file Financial Disclosure Reports.



# Saturday, October 21st

1:30 pm	Depart from Union Station, Washington, DC
3:00 – 4:00 pm	Arrive at Airlie Conference Center & Check-in
4:00 – 5:00 pm	Material Review and Preparation
5:00 – 5:30 pm	Opening Remarks and Review of Agenda: Nathan Sermonis, PSA
5:30 – 7:00 pm	Airlie House – Meadow Room  Guest Speakers: Luke Murry, National Security Advisor for House Majority Leader, Rep. Kevin McCarthy & Michael Kuiken, National Security Advisor for Senate Minority Leader, Sen. Chuck Schumer  Topic: Bipartisan Panel – Mechanics of a Bipartisan Deal - Countering America's Adversaries Through Sanctions Act
7:00 – 7:30 pm	Federal Room Pre-Dinner Reception Informal conversations with guest speakers
7:30 – 9:00 pm	Federal Room Keynote Dinner Guest Speaker: Michael Morell, Former Deputy Director of the CIA Topic: Global Challenges for Today and Tomorrow
9:00 – 10:00 pm	Federal Room After-Dinner Reception Informal conversations with guest speakers



# Congressional Partnership Program Retreat Fall 2017 <u>Sunday, October 22<sup>nd</sup></u>

8:00 – 9:00 am Airlie House – Dining Room

Breakfast

9:00 – 12:00 pm \*Group A\*

Airlie House – Meadow Room

**National Security Council Simulation** 

National Security Advisor: Mr. Robert Sheldon, Director for Policy – Emerging Threats at the Business Executives for National Security

9:00 - 10:30 am \*Group B\*

Airlie – Audubon Room

Guest Speaker: Ambassador Roger Noriega, former Assistant Secretary of State for Western Hemisphere Affairs and former U.S. Ambassador

to the Organization of American States **Topic:** Venezuela and U.S. Policy Options

10:30 – 12:00 pm \*Group B\*

Airlie – Audubon Room

Guest Speaker: Ambassador Barbara Bodine,

former U.S. Ambassador to Yemen

Topic: Yemen and the Arabian Peninsula

12:00 – 1:00 pm Airlie House – Dining Room

Lunch

1:00 – 2:00 pm Informal conversations with guest speakers

2:00 - 5:00 pm \*Group B\*

Airlie House – Meadow Room



**National Security Council Simulation** 

National Security Advisor: Mr. Robert Sheldon, Director for Policy – Emerging Threats at the Business Executives for National Security

2:00 - 3:30 pm \*Group A\*

Airlie – Audubon Room

Guest Speaker: Ambassador Roger Noriega, former Assistant Secretary of State for Western Hemisphere Affairs and former U.S. Ambassador

to the Organization of American States **Topic:** Venezuela and U.S. Policy Options

3:30 – 5:00 pm \*Group A\*

Airlie – Audubon Room

Guest Speaker: Ambassador Barbara Bodine,

former U.S. Ambassador to Yemen

**Topic:** Yemen and the Arabian Peninsula

5:00 – 5:30 pm Airlie House – Meadow Room

Wrap-up and Departure from Airlie



# Congressional Partnership Program Fall 2017 Senate

All invited congressional staff members handle foreign policy and national security topics in their professional office capacity.

#### **Chris Boness**

Senate Committee on Homeland Security and Governmental Affairs

# **Katherine Close**

Sen. Ben Cardin (D-MD)

# **Simon Coon**

Senate Committee on Veterans'
Affairs

# Colleen Gaydos

Senate Committee on Appropriations

## Jake Gutman

Sen. Cory Booker (D-NJ)

# **Annie Humphrey**

Sen. John Boozman (R-AR)

## Allison Lazarus

Senate Committee on Armed Services

# Allison McNeill

Sen. Joe Manchin (D-WV)

# Anup Rao

Sen. Dianne Feinstein (D-CA)

#### Mike Wakefield

Sen. Susan Collins (R-ME)

### Ben Widness

Sen. Ron Wyden (D-OR)

# PRIVATE SPONSOR TRAVEL CERTIFICATION FORM (updated)

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1	Partnership for a Secure America
[	Description of the trip:
Į	Dates of travel: October 21-22, 2017
ļ	Place of travel: Airlie Conference Center, Warrenton, VA
	Name and title of Senate invitees: See Attached List
	1 certify that the trip fits one of the following categories:  (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
	□ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(Λ)(i) or (ii) (see question 9).
	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
	certify that:   The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign princip except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9)

9.	USE ONLY IF YOU CHECKED QUESTION 6(B)  I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip.
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B)  If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	Partnership for a Secure America (PSA) is solely responsible for the planning and for conducting this trip.
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:  PSA's mission is to promote bipartisanship in national security and foreign policy. This trip will bring
	together staff from both parties to build cross-party relationships and discuss diverse perspectives on
	pressing issues in the national security and foreign policy arena.
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:
17.	This will be the seventeenth such trip of this nature.
	<u>, , , , , , , , , , , , , , , , , , , </u>

range of foreign policy	topics. These stateme	ents are generally ava	ailable to the public.	
Total Expenses for Ea	ch Participant:			
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
Good Faith estimate  Actual Amounts	\$35 (Coach Bus)	\$90 (For One Night)	\$77 (for 2 days)	\$191 conferent services (over days). This includes cost breakout room A/V equipment and incident snacks/refresh
participation or b) the congressional participation	e trip involves an event	that is arranged or o		d to congressiona with regard to
participation or b) the congressional participation.  This trip was organized	e trip involves an event pation: ed specifically with reg	that is arranged or o	rganized <i>specifically</i>	to congressiona
participation or b) the congressional participation.  This trip was organized Reason for selecting.	e trip involves an event pation: ed specifically with reg	that is arranged or or and to congressional at or trip	rganized <i>specifically</i> participation.	with regard to
participation or b) the congressional participation.  This trip was organized Reason for selecting.	e trip involves an event pation: ed specifically with reg the location of the even gton, DC, but also prov	that is arranged or or and to congressional at or trip	rganized <i>specifically</i> participation.	with regard to
Participation or b) the congressional participation.  This trip was organized and the congressional participation.  Reason for selecting and the congression of the c	e trip involves an event pation: ed specifically with reg the location of the even gton, DC, but also prov les as Senate staff.	that is arranged or or ard to congressional or trip vides a remote setting facility:	participation.	with regard to
Participation or b) the congressional participation.  This trip was organized and the congressional participation.  Reason for selecting and the congression of the c	e trip involves an event pation: ed specifically with reg the location of the even gton, DC, but also prov les as Senate staff.	that is arranged or or ard to congressional or trip vides a remote setting facility:	participation.	with regard to
Participation or b) the congressional participation. This trip was organized as a constant of the constant of the constant of the constant of the conference	e trip involves an event pation: ed specifically with reg the location of the even gton, DC, but also prov les as Senate staff.	and to congressional of trip vides a remote setting facility:  I, Warrenton, VA 2015  Ing facility:	participation.  that will encourage participation.	participants to ste

21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:				
	Meals and lodging are below the per diem rate.				
	· · · · · · · · · · · · · · · · · · ·				
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:				
	Participants will be transported by a coach class bus.				
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).				
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:				
	None				
25.	I hereby <i>certify</i> that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):  Signature of Travel Sponsor:				
	Name and Title: Nathan Sermonis, Executive Director				
	Name of Organization: Partnership for a Secure America				
	Address: 1629 K Street NW, Suite 450, Washington, DC 20006				
	Telephone Number: (202) 293-8580				
	Fax Number: N/A				
	E-mail Address:sermonis@psaonline.org				

#### PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

ı.	Sponsor(s) of the trip (please list all sponsors):
	Partnership for a Secure America
2.	Description of the trip: Congressional staff weekend of foreign policy and national security lectures.
3.	Dates of travel: October 21-22, 2017
4.	Place of travel: Airlie Conference Center, Warrenton, VA
5.	Name and title of Senate invitees: See Attached List
6.	I certify that the trip fits one of the following categories:
	(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.  — OR —
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7.	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  - AND-
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8,	I cartify that:  The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.  - AND -
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9.	USE ONLY IF YOU CHECKED QUESTION 6(B)  I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip.  -OR-
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10). — OR —
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B)  If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	Partnership for a Secure America (PSA) is solely responsible for the planning and details of this trip.
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
	PSA's mission is to promote bipartisanship in national security and foreign policy. This trip will bring
	together staff from both parties to build cross-party relationships and discuss diverse perspectives on
	pressing issues in the national security and foreign policy arena.
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:
14.	This will be the seventeenth such trip of this nature.

In addition to this congressional staff program, PSA releases high-level bipartisan policy statements on a					
range of foreign polic	y topics.		<del>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</del>	_ <del></del>	
Total Expenses for Ea	ch Participant:				
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses	
Good Faith estimate	<b>\$3</b> 5	\$90	\$77 (over 2 days)	\$191 conferen services (over days)	
Amounts					
participation or b) the congressional particip	rip involves an event that trip involves an event to extion: ad specifically with regar	hat is arranged or	organized specifically v		
participation or b) the congressional participation. This trip was organized	e trip involves an event to eation: ed specifically with regar	hat is arranged or	organized specifically v		
participation or b) the congressional participation. This trip was organized.  Reason for selecting to the congression of the c	e trip involves an event to extion:  ed specifically with regard	hat is arranged or d to congressiona	organized specifically v	vith regard to	
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participation or b) the congressional participation. This trip was organized.  Reason for selecting to the congression of the c	e trip involves an event to extion:  ed specifically with regard  the location of the event  tton, DC, but also provid	hat is arranged or d to congressiona	organized specifically v	vith regard to	
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participation or b) the congressional participation. This trip was organized it is close to Washing outside their daily role. Name and location of Airlie Conference	the location of the event etc.  Those as Senate staff.  Thotel or other lodging funter, 6809 Alrie Road, V	or trip es a remote settin acility: Varrenton, VA 201	p that will encourage pa	vith regard to	
participation or b) the congressional participation. This trip was organized Reason for selecting to the close to Washing outside their daily role. Name and location of Airtie Conference Carrier Carri	the location of the event look, DC, but also provides as Senate staff.  Therefore other lodging for the location of the event location of the event location.	or trip es a remote settin acitity: Varrenton, VA 201	participation.  I participation.	erticipants to ster	

21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Covernment travel:				
	Meals and lodging are below per diem for a two day trip to Warrenton.				
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:				
	Participants will be transported by a coach class bus.				
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).				
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:				
	N/A				
<b>2</b> 5.	I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):  Signature of Travel Sponsor:				
	Name and Title: Nathan Sermonis, Executive Director				
	Name of Organization: Partnership for a Secure America				
	Address: 1629 K Street NW, Sulte 450, Washington, DC 20006				
	Telephone Number: (202) 293-8580				
	Fax Number: N/A				
	E-mail Address:sermonis@psaonline.org				



# Saturday, October 21st

1 · 20 mm	Depart from Union Station, Washington, DC
1:30 pm	Depart from Cinon Station, Washington, DC
3:00 – 4:00 pm	Arrive at Airlie Conference Center & Check-in
4:00 – 5:00 pm	Material Review and Preparation
5:00 – 5:30 pm	Opening Remarks and Review of Agenda: Nathan Sermonis, PSA
5:30 – 7:00 pm	Airlie House – Meadow Room  Guest Speakers: To be Determined  Topic: Bipartisan Panel on Russia Sanctions Legislation
7:00 – 7:30 pm	East Room Pre-Dinner Reception Informal conversations with guest speakers
7:30 – 9:00 pm	East Room Keynote Dinner Guest Speaker: John McLaughlin, former Deputy Director of the CIA (INVITED) Topic: Global Challenges for Today and Tomorrow
9:00 – 10:00 pm	East Room After-Dinner Reception Informal conversations with guest speakers

1:00-2:00 pm



# Congressional Partnership Program Retreat Fall 2017 Sunday, October 22<sup>nd</sup>

Sunday, October 22"		
8:00 – 9:00 am	Airlie House – Dining Room Breakfast	
9:00 – 12:00 pm	*Group A* Airlie House – Meadow Room National Security Council Simulation National Security Advisor: Mr. Robert Sheldon, Director for Policy – Emerging Threats at the Business Executives for National Security (INVITED)	
9:00 – 10:30 am	*Group B* Airlie House – Studio Guest Speaker: Admiral Robert Papp, former Commandant of the U.S. Coast Guard (INVITED) Topic: US Arctic Policy	
10:30 – 12:00 pm	*Group B* Airlie House – Studio Guest Speaker: To be Determined Topic: India and the Region	
12:00 — 1:00 pm	Airlie House – Dining Room Lunch	

2:00 – 5:00 pm \*Group B\*

Airlie House – Meadow Room National Security Council Simulation

Informal conversations with guest speakers

National Security Advisor: Mr. Robert Sheldon, Director for Policy – Emerging Threats at the



Business Executives for National Security (INVITED)

2:00 - 3:30 pm

\*Group A\*

Airlie House – Studio

Guest Speaker: Admiral Robert Papp, former

Commandant of the U.S. Coast Guard

(INVITED)

**Topic:** US Arctic Policy

3:30 - 5:00 pm

\*Group A\*

Airlie House - Studio

Guest Speaker: To be Determined

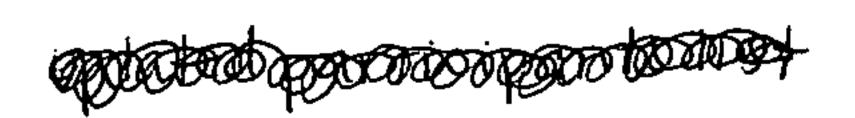
Topic: India and the Region

5:00 - 5:30 pm

Airlie House - Meadow Room

Wrap-up and Departure from Airlie





# Congressional Partnership Program Fall 2017 Senate

All invited congressional staff members handle foreign policy and national security topics in their professional office capacity.

#### **Chris Boness**

Senate Committee on Homeland Security and Governmental Affairs

#### **Katherine Close**

Sen. Ben Cardin (D-MD)

#### Simon Coon

Senate Committee on Veterans'
Affairs

# Joe Curtsinger

Senate Committee on Foreign Relations

# Colleen Gaydos

Senate Committee on Appropriations

#### Jake Gutman

Sen. Cory Booker (D-NJ)

# **Annie Humphrey**

Sen. John Boozman (R-AR)

### Allison Lazarus

Senate Committee on Armed Services

#### Allison McNeill

Sen. Joe Manchin (D-WV)

# Mikayla Mowzoon

Sen. John McCain (R-AZ)

## Anup Rao

Sen. Dianne Feinstein (D-CA)

## Mike Wakefield

Sen. Susan Collins (R-ME)

# 77700000000000

#### Close, Katherine (Cardin)

From: PSA Congressional Program <cpp@psaonline.org>

Sent: Thursday, September 14, 2017 12:13 PM

To: Close, Katherine (Cardin)

**Subject:** Fall 2017 CPP – SENATE ETHICS DOCS

Attachments: Senate Ethics Instruction Sheet.docx; Private Trip Sponsor Form.PDF; Retreat

Itinerary.docx; List of Participating Senate Staff.docx; Employee Pre-Travel Authorization

Form.pdf; Employee Privately-Sponsored Travel Checklist.pdf

Categories: Purple Category

Dear Katherine,

Thank you for participating in the Fall 2017 session of the Congressional Partnership Program. We look forward to working with you in the coming months.

As you are aware, every session the Congressional Partnership Program involves a weekend retreat. This session will be held on the weekend of October 21-22, 2017 at the Airlie Conference Center in Warrenton, Virginia. I would like to take this opportunity to offer you a formal invitation to attend the retreat. Please be certain to submit this email and the attached documents to the Senate Ethics Committee by COB September 21<sup>st</sup> in order to participate.

If you have any additional questions or concerns, please do not hesitate to call me.

Best regards,

Nathan Sermonis

**Executive Director** 

Partnership for a Secure America

1629 K Street NW, Suite 450

Washington, DC 20006

202-293-8580

Form RE-1

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(Revised 10/19/15)

#### **EMPLOYEE PRE-TRAVEL AUTHORIZATION**

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler:	Katherine Close
Employing Office/Committee:	Senator Benjamin L. Cardin (D-MD)
Private Sponsor(s) (list all): Partne	ership for a Secure America
Travel date(s): 10/21/2017-10/2	2/2017 the trip for any reason you <u>must</u> notify the Committee.
• •	
Destination(s): Affile Conference	e Center, 6809 Warrenton VA, 20187
Explain how this trip is specifically	connected to the traveler's official or representational duties:
correspondence pertaining to the understanding of the debates so	in Senator Cardin's office, I am responsible for stakeholder, VIP, and constituent le Finance and Foreign Relations Committee portfolios. This trip will add to my urrounding various national security and foreign policy-related issues that I address nat capacity as a personal staff member in Senator Cardin's office.
Name of accompanying family men	nber (if any):
Relationship to Employee: Spo	
I certify that the information contai	ned in this form is true, complete and correct to the best of my knowledge:
9/19/2017 (Date)	(Signature of Employee)
Secretary for the Majority, Secretary for the Majority for the	hereby authorize ATUSCI-1 (Print Traveler's Name)  vision, to accept payment or reimbursement for necessary transportation, lodging, and
•	vent described above. I have determined that this travel is in connection with his or her officeholder, and will not create the appearance that he or she is using public office for
I have also determined that the attended of the Senate. (signify "yes" by check (Date)	(Signature of Supervising Senator/Officer)
(B. 1. 1000006)	Form RE